

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4443    **TITLE:** CORRECTIONAL HEALTH NURSE II    **GRADE:** S-23

**DEFINITION:**

Under the direction and guidance of a Correctional Health Nurse III or staff physician, dentist, or psychiatrist, serves in the Adult Detention Center's Health Care Section as an assistant team supervisor; assists with the supervision of subordinate medical personnel and guides them in matters of policy, procedure, protocol, and discipline; serves as the medical team's training officer; directs and administers routine and emergency inmate health care; provides health care services to inmates; guides, counsels, directs, and treats inmates with medical concerns and conditions; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the full-performance level in the Correctional Health Nurse series. As Registered Nurses, incumbents oversee the work of lower-level medical staff and provide a broad range of health care.

**ILLUSTRATIVE DUTIES:**

Serves as the on-site assistant supervisor of the medical team working a 12-hour shift;  
Counsels, guides, supports and directs lower-level medical staff in the administration of appropriate and effective medical care to inmates, and ensures staff adheres to agency operating procedures and health care standards adopted by the American Correctional Association, the National Commission of Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;  
Conducts orientation and training for new employees;  
Monitors the conduct and behavior of medical staff, giving recommendations to the medical team supervisor concerning performance evaluations, counseling, training, and disciplinary action;  
Draws blood for DNA analysis, as mandated by state law;  
Provides/assists other members of the medical team providing inmate medical care;  
Ensures health histories are completed on newly-admitted inmates and recidivists;  
Conducts physical pre-screenings;  
When necessary, makes referrals of inmates to the staff physician, nurse practitioner, dentist, mental health professional, or specialist in alcohol and/or drug abuse treatment;  
Determines the need for emergency hospital care;  
Ensures all medication is properly administered;  
Documents all treatment and counseling on the appropriate records;  
Ensures proper protective equipment is worn or used;  
Maintains universal precautions, and promotes their observance by all agency staff;  
On a need-to-know basis, communicates with other sections in the Office of the Sheriff as to special conditions and management status of inmates with special health concerns;  
Investigates and responds to inmate complaints and grievances related to health care;  
Serves as a member of the Institutional Classification Committee;

Educates and counsels inmates as to special health care needs, tests, and follow-ups.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of nursing policies, procedures, practices, and protocols;  
Knowledge of the principles and techniques of supervision;  
Knowledge of agency operating procedures and health care standards adopted by the American Correctional Association, the National Commission on Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;  
Knowledge of training principles and techniques;  
Knowledge of general operations in the Adult Detention Center;  
Skill in providing health care in accordance with established protocols;  
Skill in establishing and maintaining effective working relationships with co-workers, other staff members, inmates, and their families;  
Ability to supervise the work of lower-level medical staff;  
Ability to react quickly and appropriately in an emergency.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from a four-year college or university accredited by the National League for Nursing, with a bachelor's degree in Nursing; PLUS  
One year of full-time experience providing hands-on health care.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a current license to practice as a Registered Nurse in the Commonwealth of Virginia.

**SPECIAL REQUIREMENTS:**

Prior to appointment, must successfully complete a criminal background investigation, a polygraph examination, and a psychological examination;  
Must undergo a medical screening prior to starting work.

REVISED:            October 16, 2006  
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